



Architect of the Capitol

Requisition #: CD160064

Music & Flutes HVAC Equipment

STATEMENT OF WORK

(SOW)

DATE: (08/29/16)

Version 1

1.0 General. Library of Congress (LOC) James Madison Building, Secured Storage Facilities, and Basement Phase III / to provide a temperature and humidity controlled storage vault to house priceless historical treasures.

1.1 Short Description. This procurement will provide the Library of Congress (LOC) with mechanical equipment as listed in the scope below.

1.2 Background. The LOC has a need to provide a temperature and humidity controlled storage space for its priceless collections of musical artifacts. The space also needs to provide adequate protection from intrusion, moisture and foreign contaminants. This project is similar in nature to the previously complete Geography and Maps built in the JMLOC.

1.3 Objectives. The contractor shall provide equipment as outlined in the statement of work that fully complies with the attached drawings / specifications and in within the same 'footprint' (size, weight) as the equipment with as the Brand Name and Model Number in paragraph 1.4.1., 1.4.2. and which can easily be maneuvered throughout the existing access tolerances of the James Madison Library of Congress building.

1.4 Scope. Provide all equipment, startup/ commissioning and training for equipment as listed below:

1.4.1. DAC-1 Desiccant Dehumidification Air Conditioning Unit

Product	Abbreviated	Brand Name	Quantity	Unit of Issue	Model Number
Desiccant Dehumidification Air Conditioning Unit	DAC-1	MUNTERS	1	Ea.	ICA-0250-011
Pages 1-10	Mechanical Drawings and Specifications				
Page 2	Applicable Codes, Regulation, and Standards / General Notes				
Page 3 and 4	Mechanical Specifications				
Page 3	(Part-1 General, Section C-General provisions for Mechanical Work - 1,				
Page 3	(Part 2-Product, Section D- Desiccant Dehumidification Air Conditioning Unit				
Page 4	Section O - Controls, Paragraph 9 (a,b) 10, 16, 18, and Sections P- Execution, Paragraph 4 (a,b,c,d).				
Page 5	HVAC DAC-1 SECTION A- detail 1-M301 for unit placement reference purposes only.				
Page 6	DESICCANT AIR-HANDLEING UNIT detail 1-M501 for reference purposes only				
Page 7	DESICCANT DEHUMIDIFICATION AIR CONDITIONING UNIT SCHEDULE, UNIT TAG DAC-1 including notes 1 thru 4.				
Basis of unit design MUNTERS ICA-0250-011 or approved by AOC equal					
Page 9	CONTROL DIAGRAM: DAC-1 AND DAC-2 detail 1-M701 for required control points				
Page 10	9 SEQUENCE OF OPERATION 1 thru 4.				
Page 10	SYSTEM POINT LIST required control, status, monitoring and alarm as outlined				

1.4.2 DAC-2 Desiccant Dehumidification Air Conditioning Unit

Product	Abbreviated	Brand Name	Quantity	Unit of Issue	Model Number
Desiccant Dehumidification Air Conditioning Unit	DAC-2	MUNTERS	1	Ea.	ICA-0250-011
Pages 1-9	Mechanical Drawings and Specifications				
Page 2	Applicable Codes, Regulation, and Standards / General Notes				
Page 3 and 4	Mechanical Specifications				
Page 3	(Part-1 General, Section C-General provisions for Mechanical Work - 1,				
Page 3	(Part 2-Product, Section D- Desiccant Dehumidification Air Conditioning Unit				
Page 4	Section O - Controls, Paragraph 9 (a,b) 10, 16, 18, and Sections P- Execution, Paragraph 4 (a,b,c,d).				
Page 5	HVAC DAC-1 SECTION A- detail 1-M301 for unit placement reference purposes only.				
Page 6	DESICCANT AIR-HANDLEING UNIT detail 1-M501 for reference purposes only				
Page 7	DESICCANT DEHUMIDIFICATION AIR CONDITIONING UNIT SCHEDULE, UNIT TAG DAC-1 including notes 1 thru 4.				
Basis of unit design MUNTERS ICA-0250-011 or approved by AOC equal					
Page 9	CONTROL DIAGRAM: DAC-1 AND DAC-2 detail 1-M701 for required control points				
Page 10	9 SEQUENCE OF OPERATION 1 thru 4.				
Page 10	SYSTEM POINT LIST required control, status, monitoring and alarm as outlined				

1.4.3 VAV-4, Variable Air Volume Box

Product	Abbreviated	Brand Name	Quantity	Unit of Issue	Model Number
Variable Air Volume Box	VAV-4		1	Ea.	
Pages 1-10	Mechanical Drawings and Specifications				
Page 3 and 4	Mechanical Specifications				
Page 3	(Part-1 General, Section C-General provisions for Mechanical Work 1, 2 and 5)				
Page 3	(Part 2-Product, Section E- Variable Air Duct Terminal Units and Air Measuring Device, Paragraph 1, 2)				
Page 4	Section O - Controls, Paragraph , 10, 16, and Sections P- Execution, Paragraph 4.				
Page 8	VARIABLE AIR VOLUME BOX SCHEDULE, UNIT TAG VAV-4 including notes 1 & 2				



1.4.4 - Project equipment access limitation - All equipment must be capable of fitting into the existing building freight elevator. Physical dimension of freight opening is 103” wide, 86” deep by 84” tall. Units may be shipped in modules for onsite assembly by AOC personnel and final assembly approved by factory authorized representative.

1.4.5 - Provide Training- The contractor shall provide two instructional classes no less than 8 hours for day and 8 hours for night shift AOC personnel. The training of AOC key personal shall certify competence in proper maintenance and operation of the supplied equipment.

1.5 Contract Type.

AOC intends to make an award **Firm Fixed Priced - Low Price Technically Acceptable (LPTA)** will be awarded

1.6 Place of Performance/Hours of Operation. Contractor shall provide startup, commissioning and training activities onsite at the Library of Congress James Madison building. Access to the building shall be provided Monday thru Friday.

1.7 Period of Performance. AOC expects the period of performance for this Firm Fixed price contract to be from date of award to September 1, 2017

Milestone Schedule Table: 1

Milestone Schedule		
Milestone/ Party Responsible	Due Date	Total Days
Kick-Off Meeting / Equipment submittals provided to AOC for review	Seven (7) calendar days from award	7
Delivery of Equipment	Sixty (60) calendar days from submittal approval by AOC	60
AOC Inspection of supplied equipment	Sixty (60) calendar days from receipt of equipment.	60
General Commissioning Requirement: Start-up and functional testing of all installed equipment, Training LOC employees on equipment and system use maintenance.	Three hundred sixty (360) calendar days from award of contract	340
All Close-out Submittal -Contractor Submission, testing and commissioning reports	Fifteen (15) calendar days from factory start up, commissioning and training	15

1.8 Funding. Fully funded.



1.9 Privacy Act. As a Legislative Branch agency, the AOC is not subject to the privacy and information security laws applicable to Executive Branch agencies. The AOC anticipates that services provided under this contract will not require that Contractor personnel have access to Personally Identifiable Information (PII). OR The requirements of AOC Order 4-16, Privacy Policy, April 5, 2013, shall apply to this requirement (see enclosure). **The Contractor shall be escorted.**

1.10 Personal Service. The work required under this contract is not personal services, either in the way the SOW is written or in the manner in which the resultant contract will be managed and overseen. The Contracting Officer's Technical Representative (COTR) shall be advised of all activities which require AOC action.

All **Contractor personnel** providing services under this contract shall appropriately identify themselves as a Contractor employee at the start of meetings, in telephone conversations and in formal and informal written correspondence.

1.11 Security. All drawings and specifications shall not be distributed for public use.

In accordance with Clause AOC52.223-5 “Special Security Requirements – Services (Feb 2010) of the Contract within 7 calendar days after date of award the Contractor shall submit the COTR a list of all employees proposed to support this contract. The Contractor shall comply with all AOC security regulations, policies and procedures.

Furthermore, in accordance with FAR 52.204-9 “Personal Identity Verification of Contractor Personnel (Jan 2011),” of the Contract, a copy of the E-Verify case details document evidencing “employment authorized” (final verification request) shall be provided with each request for an AOC ID badge.”

1.12 Safety. Contractor shall comply with AOC Clause AOC52.223-9 Accident Prevention and Safety and Health Programs (Sept 2004) in Section I of the RFP all industries safety practices enforced by OSHA and AOC.

1.13 Energy Efficiency/Compliance. Mechanical equipment provided shall meet or exceed design intent.

1.14 Sustainability. Not applicable

1.15 Key Personnel. Contractor shall provide a single point of contact during the performance of the work. The designated person shall have the authority to direct the work and shall be available to the COTR upon request. [See AOC52.211-1 “Key Personnel (August 2010)”. The contractor shall supply names of startup and commissioning technicians and training personnel. All contractor personal shall obtain AOC / USCP contractor badging.



1.16 Quality Control: Is the responsibility of the supplier/manufacturer for the commercial items purchased per this statement of work? Quality control will be evaluated based on typical industry standards for similar commercial products. Contractor shall maintain standards to provide the highest level of quality service, equipment function and dependability.

1.17 Records/Data. The contractor shall provide electronic PDF of equipment submittals within 15 working days of contract award for review and approval of AOC before releasing for fabrication. AOC has 30 calendar days for approval or resubmission to contractor for submittal revision. The contractor shall provide electronic PDF of operation and maintenance manuals for AOC record prior to final payment. The contractor shall provide electronic PDF of the equipment start up and commissioning reports within 10 days of equipment startup.

1.18 Packaging/Packing/Shipping Instructions. Equipment shall be packaged and shipped to assure no damage is incurred during transit. All supplied equipment shall be labeled exterior of packaging to provide ease of identification of contents without removal of exterior packaging.

All Packaging must be labeled with an AOC Contract number (i.e.: AOC16XXXXX)). In accordance with FAR Clause 52.247-34 "FOB Destination (Nov 1991)" incorporated by reference in Section F of the RFP, the Contractor shall be responsible for the cost of shipping and risk of loss. As such, the shipping cost shall be included in the firm-fixed price for each piece of equipment, as applicable. All equipment shall be delivered FOB Destination to:

AOC Warehouse:
1509 Cabin Branch Drive
Landover, MD 20785
(703) 274-2103

Shipments will be received between 6:00am and 2:00pm, Monday through Friday, excluding Federal Holidays. [See AOC Clause AOC52.223-8 "Delivery Vehicle Inspection Requirements (Apr 2008)" in Section I of the RFP.]

1.19 Applicable Documents. Combined drawings and specifications Library of Congress James Madison Building, Security Storage Facility Phase III, project no. 970290A, dated 06/01/2016

1.20 Points of Contact.

Contracting Officer (CO): William Brewster (202-226-1946 – wbrewste@aoc.gov)

Contracting Specialist (CS) Donald Fuqua, 202-226-1910, - dfuqua@aoc.gov

Contracting Officer's Technical Representative (COTR): Jeffrey Rye, AOC Planning and project Management Construction Division, Office No. 202-226-8889, Cellular: 202-578-4836, Email: jerye@aoc.gov.



Construction Division Procurement Agent: Nancy Rodriguez, 2020-226-8513,
nrodrigu@aoc.gov

2.0 Definitions & Acronyms.

AOC – Architect of the Capitol
CD- Construction Division
CO- Contracting Officer
COTR - Contracting Officer’s Technical Representative
CS- Contracting Specialist
DAC- Desiccant Air Conditioning
GFP- Government Furnished Property
GMLOC- James Madison Library of Congress
LOC- Library of Congress
OSHA - Occupational Safety and Health Administration
PDF (Portable Document Format)
RFP-Request for Proposal
SOW- Statement of Work
USCP- United States Capitol Police

3.0 Government Furnished Property (GFP). None

4.0 Contractor Furnished Items. . Provide all equipment as listed below:

- 1.) DAC-1 Desiccant Dehumidification Air Conditioning Unit
- 2.) DAC-2 Desiccant Dehumidification Air Conditioning Unit
- 3.) VAV-4 Variable Air Volume Box

The contractor shall provide electronic PDF and 10 bound copies of equipment submittals within 15 working days of contract award for review and approval of AOC before releasing for fabrication. AOC has 30 calendar days for approval or resubmission to contractor for submittal revision. The contractor shall provide electronic PDF and 10 bound copies of operation and



maintenance manuals for AOC record prior to final payment. The contractor shall provide electronic PDF and 10 hard copies of the equipment start up and commissioning reports within 10 days of equipment startup.

5.0 Specific Requirements

5.1 Proposal Submission. See Section L, Instructions to Offerors, for instructions on quotation submission.

5.2 Discuss Travel Costs. Travel cost will be included in the overall pricing i.e.; (all you're cost, overhead, General and Administrative cost, and local travel) There will not be a separate item for travel.

5.3 Deliverables and Reports. The contractor shall provide electronic PDF of equipment submittals within 15 working days of contract award for review and approval of AOC before releasing for fabrication. AOC has 30 calendar days for approval or resubmission to contractor for submittal revision. The contractor shall provide electronic PDF of operation and maintenance manuals for AOC record prior to final payment. The contractor shall provide electronic PDF of the equipment start up and commissioning reports within 10 days of equipment startup. The contractor shall provide two instructional classes no less than 8 hours for day and 8 hours for night shift AOC personnel. The training of AOC key personnel shall certify competence in proper maintenance and operation of the supplied equipment.

5.4 Delivery Instructions. All equipment shall be supplied to AOC / CD warehouse for inspection upon receipt. All equipment shall be labeled and marked with black plastic equipment tags with 1/2" letter size minimum to match equipment designation on provided drawings. Equipment shall be delivered to AOC Warehouse: 1509 Cabin Branch Drive, Landover, MD 20785, (703) 274-2103

5.5 Inspection and Acceptance. AOC shall inspect equipment once delivered to AOC / CD warehouse. AOC has 60 calendar days to inspect and provide any damage reports to the supplier for repair or replacement.

Inspection and Acceptance shall be accomplished by the Government in accordance with FAR Clauses 52.246-2 "Inspection of Supplies – Fixed-Price (Aug 1996)" and 52.246-4 "Inspection of Services – Fixed-Price (Aug 1996)" of Section E of the RFP.



Payment	Description
85%	Dac-1, Dac-2, VAV-4 Equipment and all Factory Test Results
15%	All Close-out Submittals

5.6 Procedures for Payment.

Invoicing/Payments shall be performed in accordance with AOC Clauses AOC52.232-1 "Payment Requests (Feb 2016)" and AOC52.232-6 "Payment by Electronic Fund Transfer (Mar 2012)" both of Section I of the RFP.